

Utah Assessment Material Security Policies & Procedures Disclaimer

ATTENTION

CRT Administration materials for 2007 will not be used for future assessments. To ensure that all testing materials supplied by the State of Utah (booklets and administration manuals) and/or related items created to assist in proper test administration are securely destroyed.

We are requesting those who handle distribution of these materials to follow these specific guidelines. Personnel must sign verifying they have followed the prescribed protocol.

We recommend that precautions be taken to arrange secure-destroy of materials after all raw scores are recorded, and after accounting for each student's answer documents.

By signing secure & destroy policies and procedures, you are acknowledging that you have read and understand the secure-destroy process related to state-issued materials. You are also acknowledging that the management of state-issued materials that pass through your district office are your responsibility. Please ensure that all booklets & answer documents are accounted for before and after testing sessions in 2007 by utilizing the Principal Testing Checklist, or a similar document, that works in your district to track distribution of all materials. All answer documents are to be returned to USOE after each assessment, used or not.

Ensure that materials are completely destroyed and cannot be compromised. Your options for secure-destroy are as follows:

1. Contact a local CERTIFIED shredder for secure recycling. Have them shred at your own site or have them pick up the materials for a certified secure transportation and shredding at their facility.
2. Ship materials to a CERTIFIED shredder or Recycle America if there are no local shredders available.
3. Contact local Waste Management or other provider in your county for burial of materials.
4. Conduct county-licensed control burn of materials, contact local authorities for proper training and license.
5. Shred at your facility: all test booklets, Administration Manuals, and scratch paper.

Please forward us your choice of options above so that we can account for all materials that were distributed.

I _____ of the _____
(District Assessment Director) (please print)

School District/Charter, have read the above information and agree to follow the secure-destroy procedures of state-issued materials. We will use option _____ for the "secure-destroy" protocol.

Dated this _____ day of _____, 20_____
(District Assessment Director)

Dated this _____ day of _____, 20_____
(District Superintendent)